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ODP 8--0484  
27 MAR 1973

MEMORANDUM FOR: Director of Security

FROM : Clifford D. May, Jr.  
Director of Data Processing

25X1

SUBJECT : Computerized Database - Areas Approved for  
Storage of Collateral and SCI Material [ ]

REFERENCES : a. Memo to D/ODP fm D/OS dtd 27 Jan. 77,  
same subject.  
b. Memo to D/OS fm D/ODP dtd 25 Feb. 77,  
same subject.

25X1 1. [ ] My previous memorandum (reference b.) stated that June 1976 was the earliest date that ODP would have personnel available to work on your request. However, an analyst from B Division of Applications is now available to begin work on this project. [ ] Chief, B Division, has contacted [ ] of the Special Security Center to begin a preliminary study of your requirements. 25X1A 25X1A

25X1 2. [ ] After analyzing the requirements of the proposed Storage Facilities system we have concluded that we could readily implement it using ODP's central computers. However, a significant resource commitment is required to collect the necessary data and enter it into the data base. We have prepared an analysis of the data collection and preparation tasks and recommended procedures to obtain the data necessary for the system. These are contained in the attached study.

25X1 3. [ ] Because there is a significant resource commitment required of Security, ODP, and other Agency components, I recommend that [ ] coordinate the review of this study with those people identified in paragraph 1. of the attachment. Before you and I approve ODP's continuing with the system development, we should be certain that we agree with the findings and recommendations of the attached study. If you concur with the study's recommendations and want ODP to continue work on the schedule provided in the study, please sign below. 25X1A

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25X1  
25X1A

4. [ ] has been assigned responsibility for this project and may be reached on ext. [ ] if you or your staff have any questions concerning this project. 25X1A

[ ]  
Clifford B. May, Jr.

Att: a/s

CONCUR:

\_\_\_\_\_  
Director of Security

\_\_\_\_\_  
Date

cc: C/BD/ODP  
C/AS/ODP

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STORAGE FACILITIES DATA BASE

(STORFAC) STUDY REPORT

- References: (1) Memo fr [ ] CD/ODP, dtd 16 Nov 77 25X1A  
subject: Requirements Definition for  
Storage Facility Data Base [ ] 25X1
- (2) Memo fr Chief, Compartmented Information  
Branch, DD/P&M/OS, dtd 15 Jan 77, subject:  
Top Level Requirements for Storage Facility  
Data Base [ ] 25X1

25X1 1. [ ] Agency personnel who have an interest in the  
Storage Facilities Data Base Concept presented in References  
1 and 2, met during the month of December 1977. The following  
individuals were present:

25X1A [ ]

- C/CIB/SSC/OS
- ISB/PSD/OS
- OD&E Security Staff
- OD&E Security Staff
- OL Security Staff
- C/BD/ODP
- CD/ODP
- C/SMS/DDS&T
- NFAC Security Staff
- CSD/OC
- C/ISSG/OS

The references had been studied prior to the meeting. The  
data base concept was thoroughly discussed. The final outcome  
of the meeting was a general concurrence that such a system  
is needed, general agreement on the types of data which should  
be collected and maintained, and satisfaction with the formats

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and frequencies of the reports which should be produced. The data elements which would be needed to support the system are listed in Reference 1. Report formats are detailed in Reference 2.

25X1 2. ☐ The general consensus was that a system was needed to inventory and monitor secure storage facilities. It was questioned, however, whether the development should proceed at this time, since the Agency is currently performing other studies related to industrial security practices. It was decided that ODP should expend sufficient effort to investigate the following:

- ° Where is all the data which is needed for data base generation currently located?
- ° How can this information be gathered and reduced to machine readable format?
- ° What input media should be used (cards, CAMEXEC, etc)?
- ° What are the STORFAC development costs?
- ° How long will it take to develop such a system?

The paragraphs which follow address these questions and contain the findings of this short study effort.

25X1 3. ☐ Data which is needed to generate a Storage Facilities file is stored in several offices at various locations. Some of the data sources will be relatively easy

to research. Some of the data is stored in voluminous folders and will require considerable effort and some source familiarity in order to extract the required information. The primary offices which currently maintain most of the required information are:

- Office of Security (OS)
  - Special Security Center (SSC)
  - Information Systems Security Group (ISSG)
  - Physical Security Division (PSD)
    - Industrial Security Branch (ISB)
    - Overseas Security Branch (OSSB)
    - Domestic Security Branch (DSB)
  - Technical Security Division (TSD)
- Office of Logistics (OL), Security Staff
- Office of Communications (OC)
  - Communications Security Division (CSD)
- 

25X1A

Additional data sources may be identified as the development effort progresses.

25X1      4.  information on approximately 1,200 active storage locations is maintained in (SSC). This information is logged and maintained on manual records (5 x 7 index cards). Each card contains data for one location. Data values on the index cards are labeled and, therefore, would be relatively easy to extract. The following information is normally

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available on each facility index card:

- Facility Name
- Activity Indicator
- Facility Location
- Cover
- SPECLE Number (assigned by SSC)
- Agency Interest
- Security Officer w/telephone number
- Alternate Security Office w/telephone number
- Responsible Agency, Component, Division, Contract Team
- Type of Operation
- Facility Clearance Level
- Accreditation Date
- Special Activities
- Associated SCI Projects
- Comments

25X1

5.   The OL Security Staff maintains approximately 1,900 contract folders. About 600 of these folders are maintained for active contracts/contractors. The folders contain all the information concerning the contract that a vendor has with the Agency. In addition, the folder has information regarding the contractor facility in which classified information is stored and/or produced. These folders are for facilities which may or may not be the same as those facility index cards maintained by SSC. Detailed examination of these folders would normally yield the following data items:

- Facility Name
- Facility Location
- Clearance Level
- Sterility Code
- Security Officer w/telephone number
- Alternate Security Officer w/telephone number
- Security Survey Date(s)
- Component/Division/Team Responsible for the Facility

Extraction of the data from the OL Security Staff contract

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folded would be fairly difficult. This would be true even if the researcher had a limited familiarity with the contents of the folder. This is primarily due to the quantity of data stored for a particular contract.

25X1 6. [ ] The OS/PSD maintains folders on approximately  
25X1A [ ] active stations located around the world. Information for most of the facilities (stations) maintained by PSD is also located on the 5 x 7 index cards kept by SSC. In addition to data which describes and locates a station, the folders identify storage type, cover and type of operation. Also, they specify the historical security survey and security audit dates which are required for development of STORFAC. These folders contain a considerable volume of data and would require some degree of familiarity with the contents in order to re-search and retrieve the necessary historical information.

25X1 7. [ ] The OC, CSD and [ ] officers maintain data 25X1A  
for installations on which a COMSEC or TEMPEST survey is to be or has been conducted. Information on COMSEC and TEMPEST 25X1A  
surveys is maintained and readily accessible in CSD and [ ]  
on chronological lists which identify the facility and specify the latest survey dates.

25X1 8. [ ] OS/ISSG maintains a data file which contains  
25X1A records on approximately [ ] computer facilities. These computer areas are primarily located at contractor facilities. Information in this data file consists of the following:

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- ° Facility Name
- ° Facility Location
- ° Clearance Level
- ° Responsible Component/Division/etc.
- ° Date of latest computer Facility Inspection
- ° Identification of the types of Computing Equipment w/vendor

This data is processed periodically to produce tabular reports in several different sequences (Location, Facility Name, etc.). It would be relatively easy to research and extract data for inclusion in the STORFAC data base.

25X1

9.  TSD maintains information concerning the dates on which an ACM survey was conducted at a specific facility. This information is readily available for extraction and inclusion in the STORFAC data base.

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10.  The primary problem which must be solved in order to develop the STORFAC data base is how to collect, edit, collate, and enter the information which is available at the various sources. A procedure must be developed which will either (1) allow all available data to be collected, collated and edited for each unique facility prior to introduction to the data base; or (2) allow for incremental development. After considering both approaches, it is suggested that the second approach be considered for the development effort. An incremental approach would allow for development of a partial data base which would contain partially complete records. Subsequent operations would supply additional facilities not currently included in the SSC files and provide the

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necessary information which would make the partially completed records complete. Figure 1, pages 1 through 7 is a flow diagram of the suggested approach.

25X1 11.  Any attempt to assemble all the necessary information prior to data base generation would require a significant redundant effort to code information at the various data source locations. In addition, it would place a tremendous burden upon SSC to collate all the data for a unique facility prior to its introduction to the data base.

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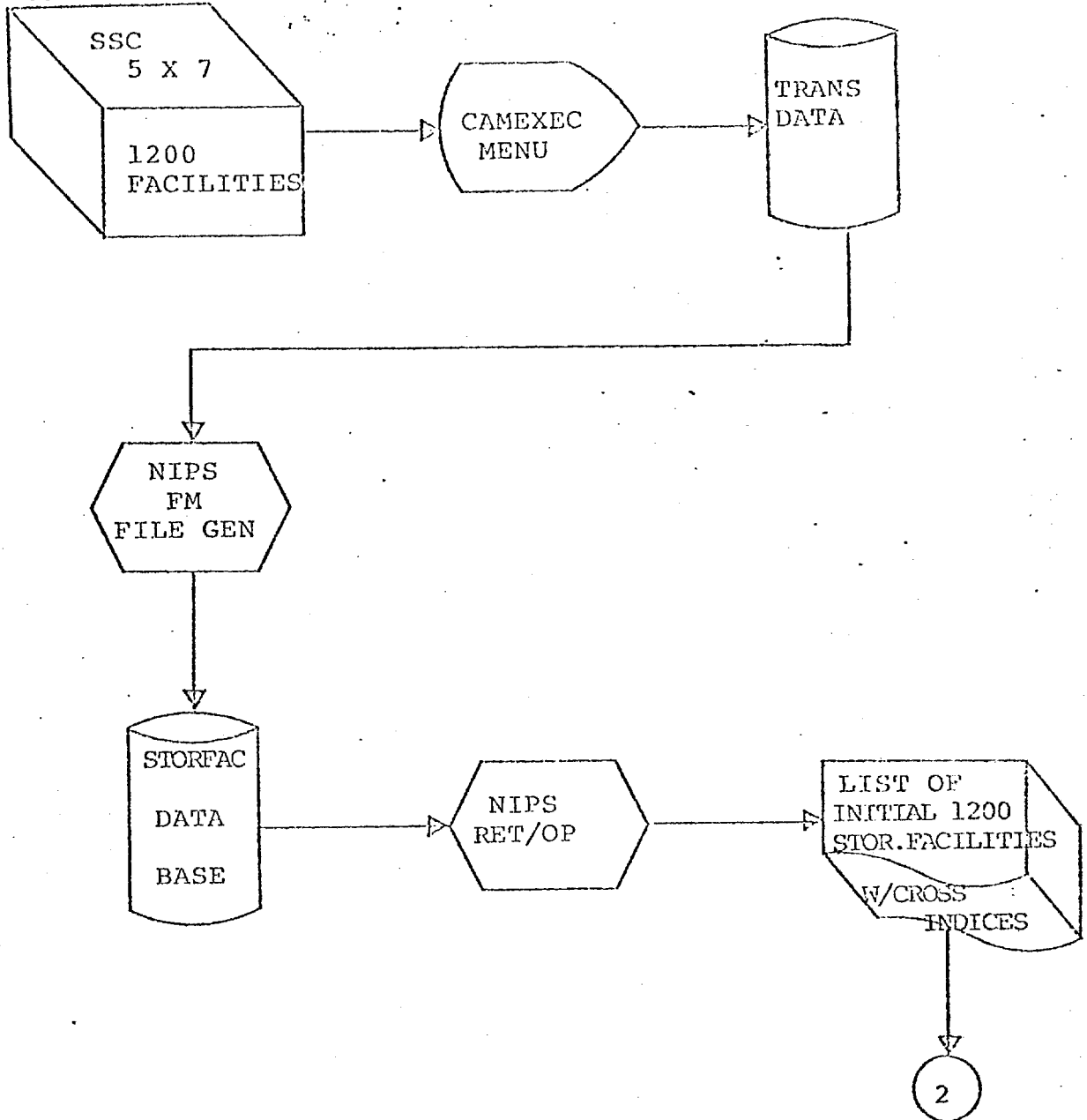
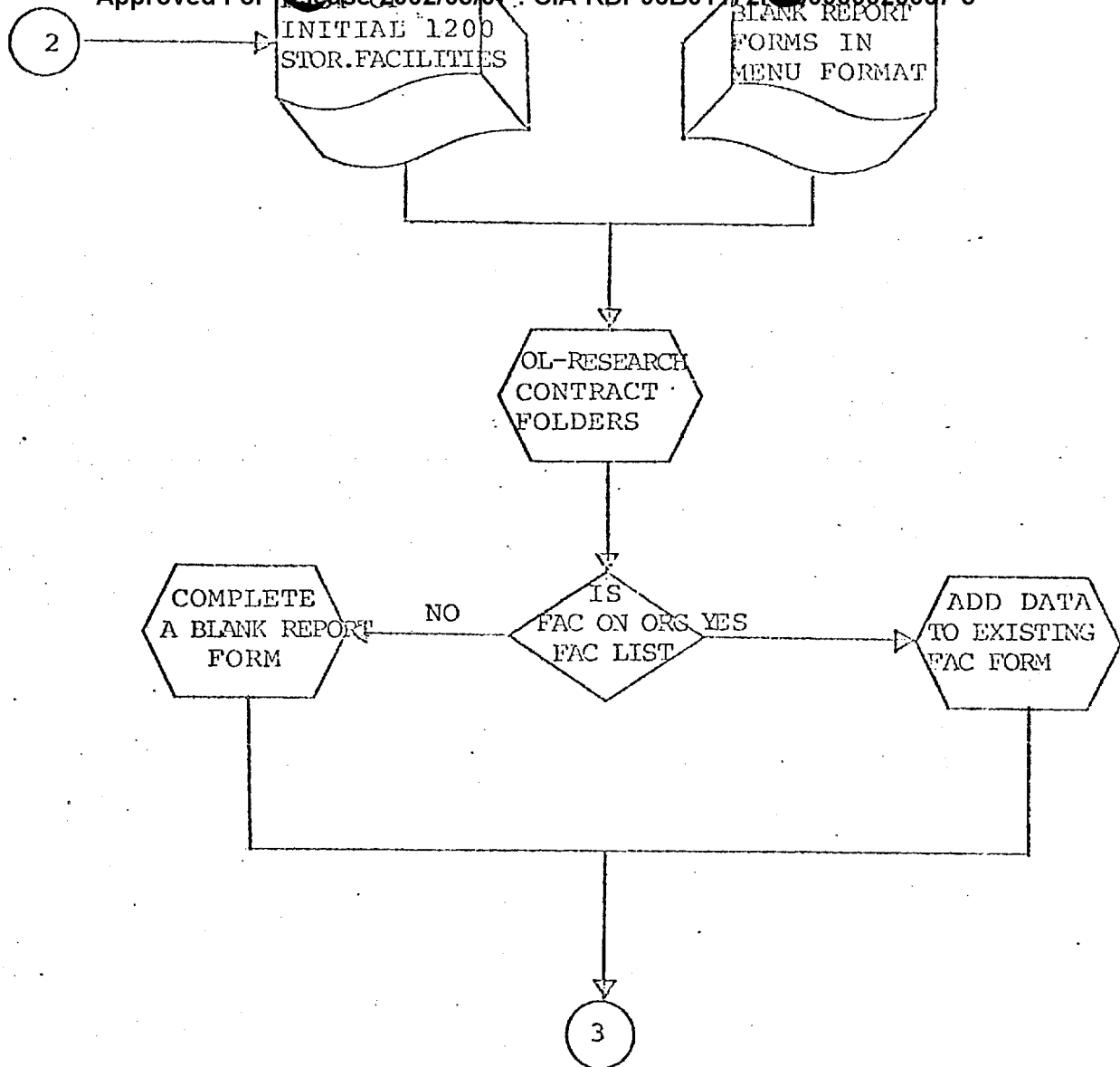


FIGURE 1

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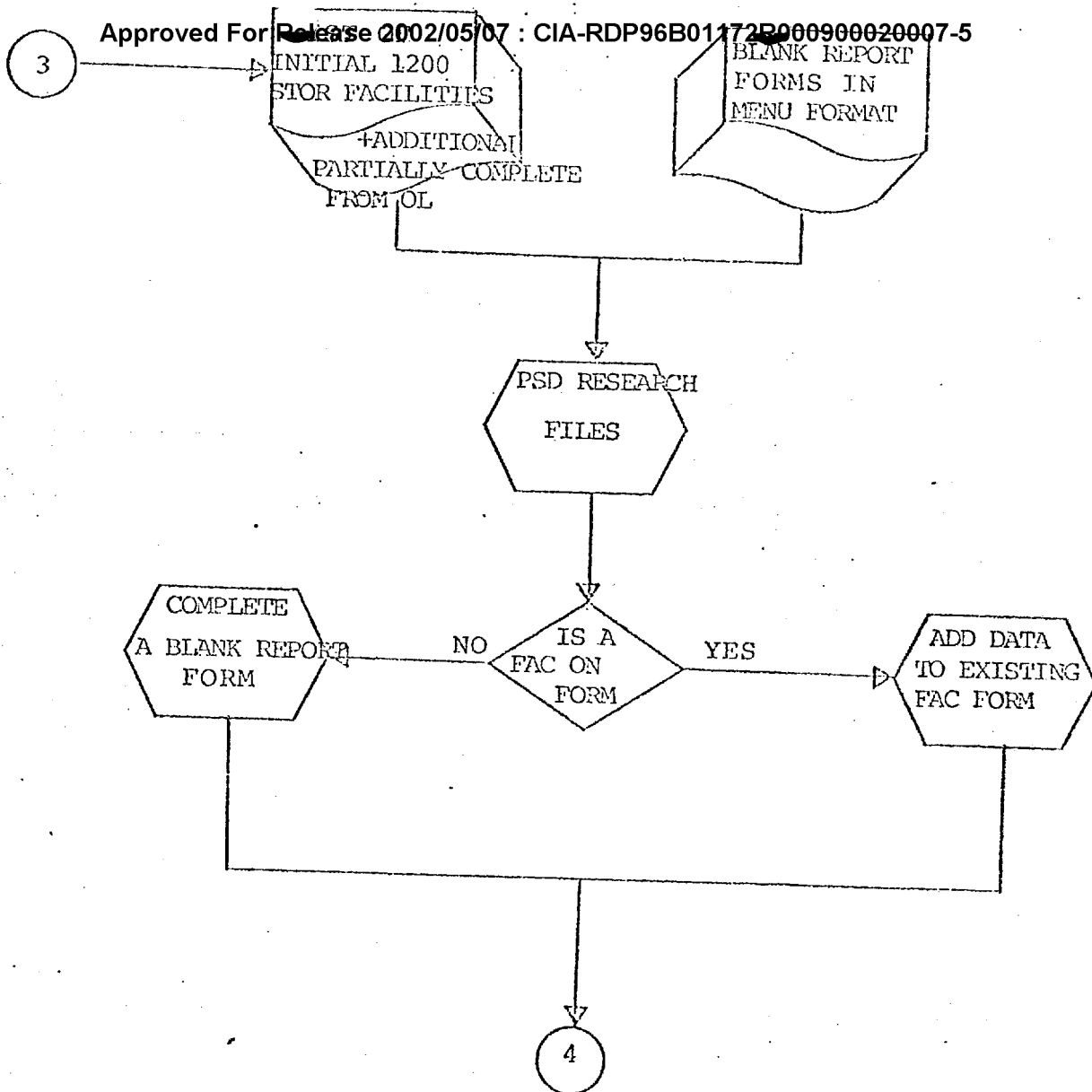
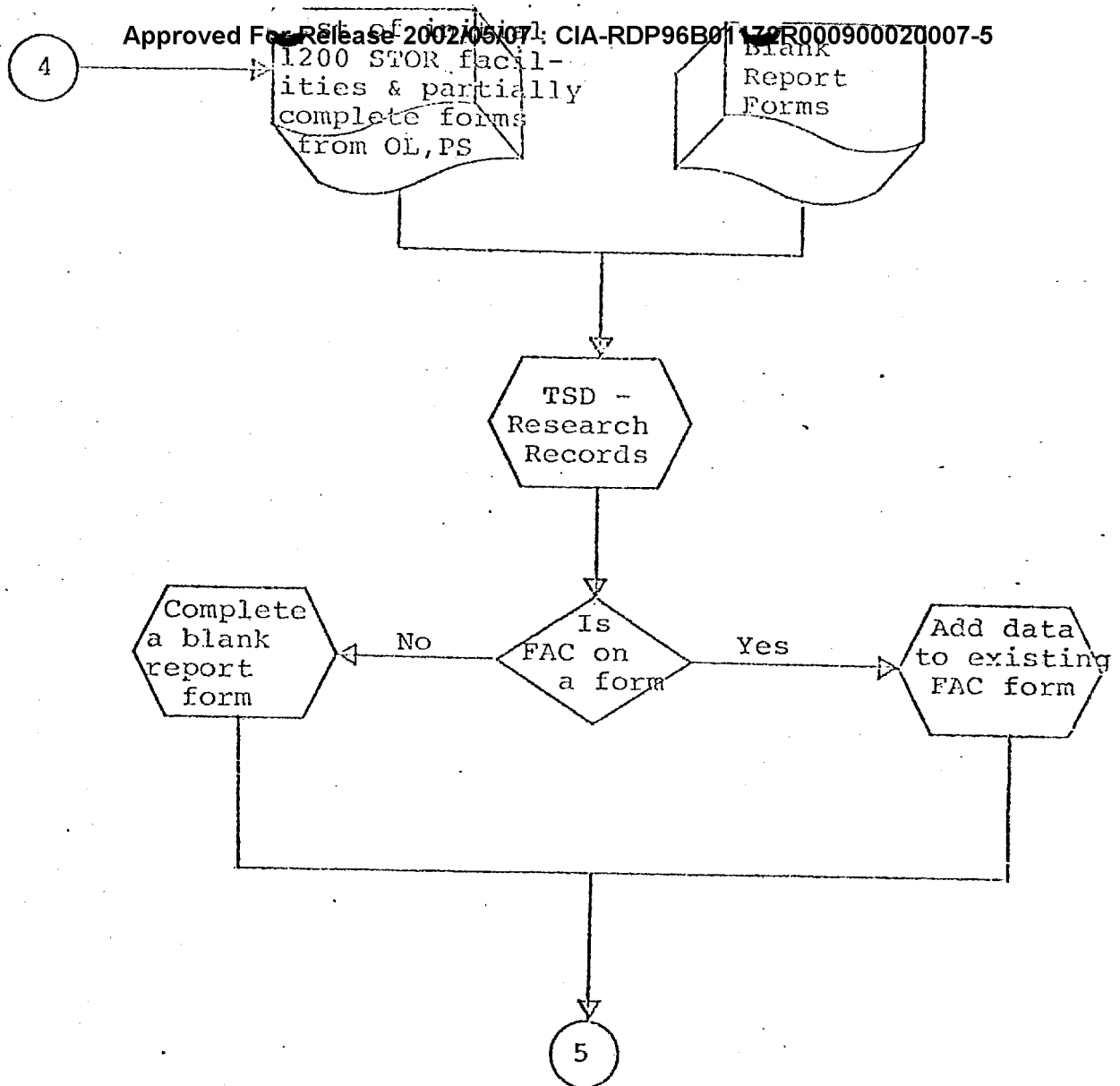
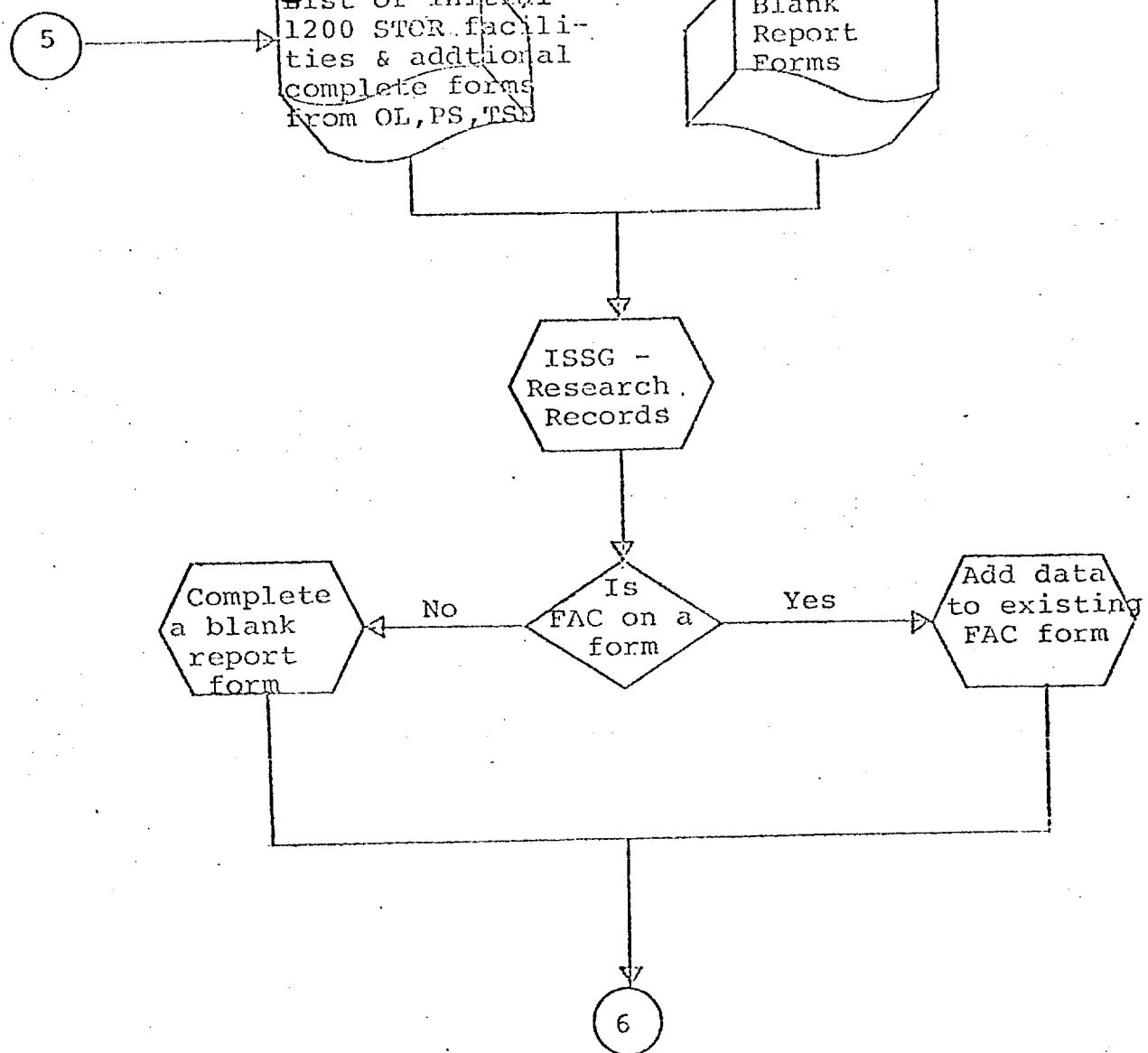


FIGURE 1 PAGE 3 of 7

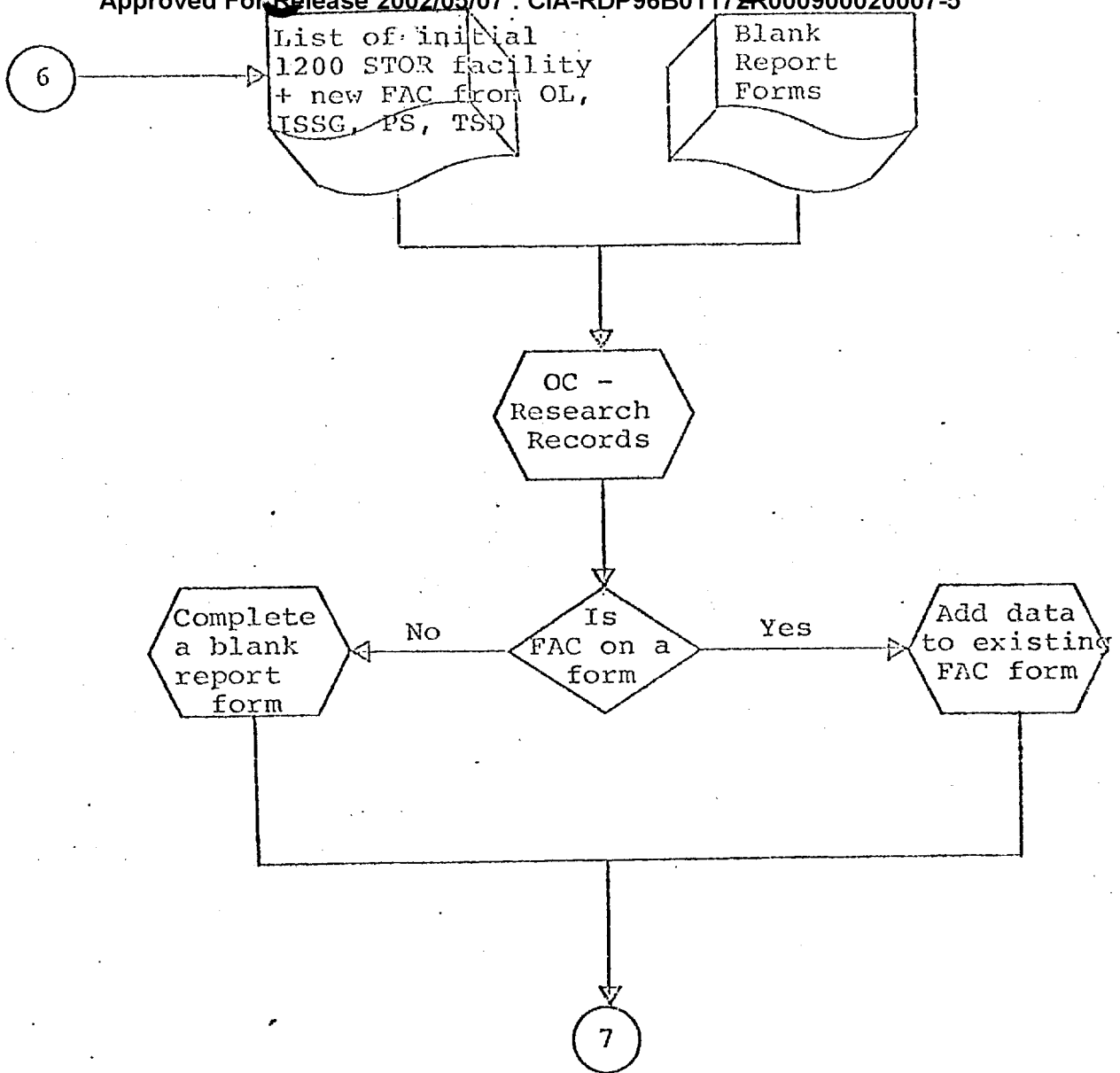
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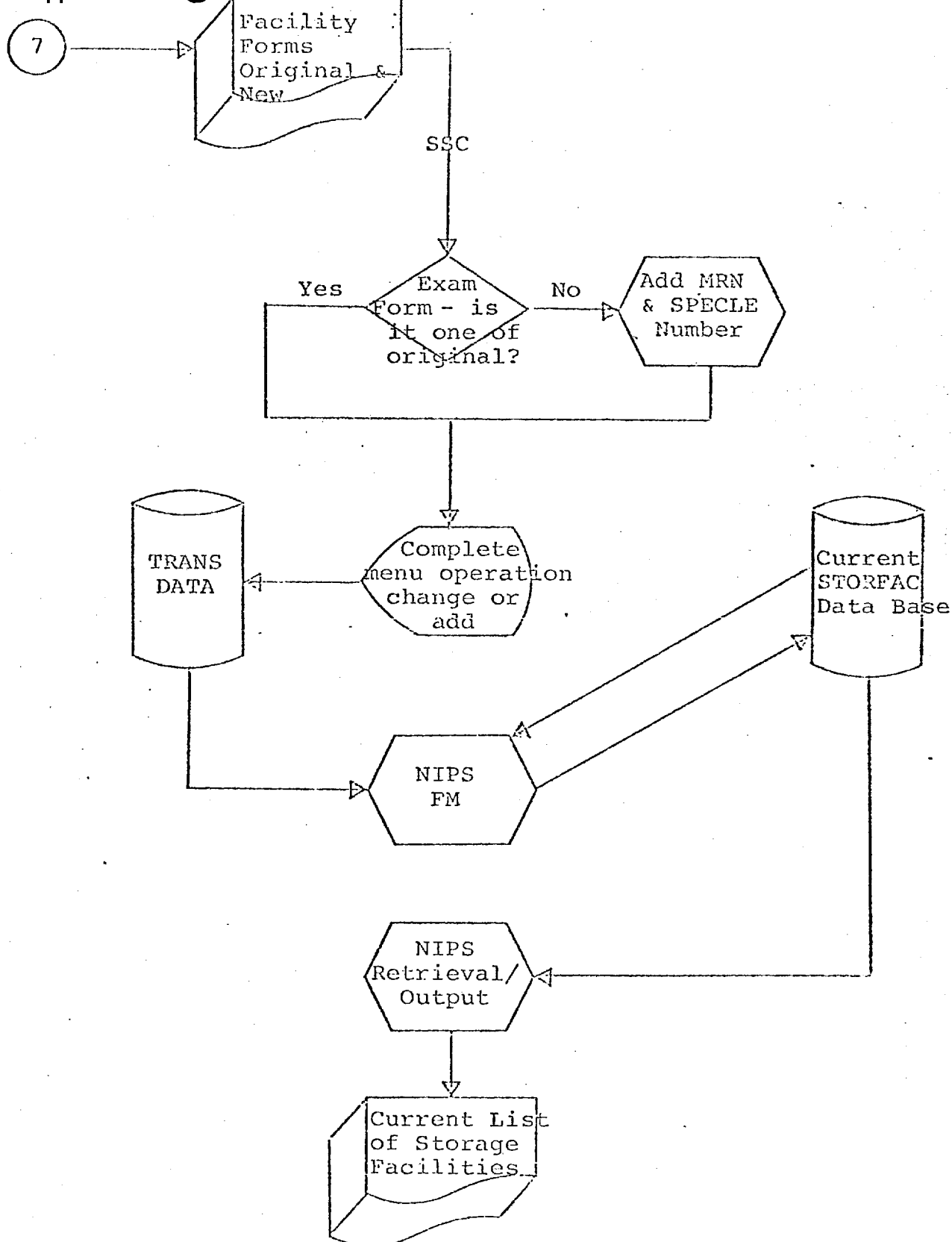


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in the SSC of the Office of Security. Data from each of the 1,200 index cards would be examined. Data items required in the STORFAC data base which are available in SSC would be entered on a Delta Data terminal using a CAMEXEC menu. Figure 2 is a copy of the menu which identifies those data items input by SSC. Edit routines would be invoked, where applicable, to ensure that the data entered conformed to acceptable formats, ranges and values prescribed by SSC. After the data passes the applicable edits, it will be stored in a transaction disk file. Periodically (perhaps once or twice a week), the transaction data would be batched into a job stream which would invoke the File Maintenance (FM) module of NIPS. This transaction information would be used to generate (first time) or add to the STORFAC data base.

13.  After each FM process, SSC would be provided with an audit trail report which would consist of a formatted dump of the content of each STORFAC facility record which was added to the file or changed in any way during the FM run. This activity would continue until data from all 1,200 index cards had been extracted and entered into the file. At this point in time, a partially complete STORFAC data base would be available for processing by SSC. However, this file would only contain partially completed data records. The other information needed to make each facility record complete resides in the other offices identified in paragraph 1 of this report.

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25X1 14. ☐ In order to continue the incremental development effort, the data residing in the STORFAC data base would be extracted, sorted and processed to produce a master report similar in appearance to the CAMEXEC menu used for data introduction. The sequence of this report would be in facility name order. Only data for one facility would appear on each printed page of the report. At the same time, one line per facility cross index listings would be produced to assist the other offices who will be contributing data in their facility research and identification activities. The cross indices could be provided in facility location by State, SPECLE Number, etc. orders, as considered necessary for identification purposes. The master report format would contain all of the known (previously entered by SSC) data together with sufficiently labeled space for that information not currently in the data base.

25X1 15. ☐ A quantity of blank forms similar to the CAMEXEC menu would be produced for use by the offices other than SSC, to enter data for facilities not currently resident in the STORFAC data base. These forms would have space for all the required data fields with labels for data entry.

25X1 16. ☐ The master report, cross index reports and a supply of blank menu forms would then be forwarded to the OL Security Staff for their inputs.

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17.   Each of the 600 folders for active contracts must be researched in OL. If the folder is for a facility already in the STORFAC data base, additional items of information (dates, etc.) must be extracted and entered in the appropriate space on the partially complete master report page for that facility. If the folder is for a facility not currently in the STORFAC data base, one of the blank forms must be completed. All applicable data in the folder must be extracted and entered. Figure 3 identifies those data values which would be supplied by the OL Security Staff folder research effort.

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18.   When all 600 contract folders have been researched, the partially completed forms, the blank menus and the cross index listings will be forwarded to Physical Security. The records in PSD would be researched, data extracted and entered on the forms in the same manner as the process accomplished in OL. (Figure 4 identifies those data values which would be supplied by the PSD folder research effort.) When all PS facility records have been exhausted, the forms and index reports will be forwarded to TSD where the process is repeated (Supply ACM dates for existing STORFAC records, create new forms for previously not identified facilities.). When the TSD activity has been completed, the entire package will be passed to ISSG for their data extraction process. When the ISSG extraction effort is finished, the package is

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25X1A passed to OC/CSD and [ ] Once again, the extraction process is repeated. When complete, OC will return the entire package to SSC. (Figure 5 identifies those data values which would be supplied by TSD; Figure 6 identifies those data values supplied by ISSG; and Figure 7 identifies the data values supplied by OC/CSD and [ ]

25X1A 19. [ ] Upon receipt of the package from OC, the final stage of incremental development can begin. Each facility form must be examined to determine if it is a new facility (not one of the original 1,200 SSC records) or if it is one of the original SSC facilities. If it is a form for a new facility, SSC must determine its SPECLE Number and assign a machine reference number (MRN). Since the MRN is the record control element for STORFAC, care must be exercised to ensure that this MRN is unique from all others. When these two data fields have been completed, the information can be entered via the CAMEXEC menu and transactions created and stored on the transaction file.

25X1 20. [ ] If the form is for one of the original 1,200 facilities, the data added by OL, PSD, ISSG, TSD, and OC would be entered via the CAMEXEC menu and stored with the transactions produced in the previous step. When all information has been entered, the transaction data would be batched into an FM job stream and the STORFAC file updated. At this point, SSC should be in control of a complete Storage Facilities Data Base. It is suggested that Master Format Reports be produced for each

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of the major data contributors. As the survey is conducted, new facilities identified and errors found in the data base, blank forms similar to the CAMEXEC menu can be used to forward new or changing information to SSC for inclusion in the data base.

25X1 21. ☐ The previous paragraphs briefly describe a suggested process which could be used to incrementally develop the STORFAC data base. The pages which follow estimate the costs for this effort. Costs are identified for Agency research and entry effort in working days, software development in working days and machine costs in terms of computer usage and terminal hook-up costs.

25X1 22. ☐ The cost for the ongoing File Maintenance activities which will be required to keep STORFAC current are difficult to determine. It is estimated that the data base would normally be updated on a weekly basis. This process would be required to enter data for new facilities and update information on existing facilities. In addition, it is assumed that there would be approximately 2 report production runs per week. Each File Maintenance run will require approximately 1 minute CPU time at a cost of \$22 per run. Each report production run will require approximately .5 minute CPU time at a cost of \$11 per run. Computer usage costs will be billed to ODP. The cost for data extraction and terminal entry will depend upon the amount of activity associated with introduction



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of new secure facilities and the number of surveys/inspections performed by the various teams and offices. Terminal hook-up time for entry of a new facility will be in the range of 5 to 10 minutes. Hook-up time for entering new data on an existing facility will depend upon the amount of data being added. This should not exceed more than 5 minutes per facility.

25X1 23.  The pages which follow provide an estimate for the various costs associated with STORFAC development. Figure 8 presents the estimate for programmer effort associated with software development which would be charged to the ODP budget. Figure 9 provides an estimate of the machine costs for software and data base development activities which would be charged to the ODP budget. Figure 10 is an estimate of the number of work days which would be required to extract and enter the data via a terminal using a CAMEXEC menu. Figure 11 is a schedule for STORFAC development in terms of calendar weeks per task.

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PROGRAMMER

Software Development Cost Estimates

|  |    |      |      |
|--|----|------|------|
| CAMEXEC MENU W/EDITS                           | 22 | work | days |
| NIPS FILE ANALYSIS & DESIGN                    | 10 | "    | "    |
| FILE MAINTENANCE LOGIC<br>(Design, Code, Test) | 15 | "    | "    |
| SSC DESIGNED REPORTS (6)                       | 15 | "    | "    |
| AUDIT TRAIL REPORT                             | 2  | "    | "    |
| DUPLICATION OF CAMEXEC MENU REPORT             | 2  | "    | "    |
| CROSS INDEX REPORT                             | 1  | "    | "    |
| FILE GENERATION & TEST                         | 5  | "    | "    |
| NIPS SOFTWARE DOCUMENTATION                    | 10 | "    | "    |
| USER TRAINING & MONITORING                     | 5  | "    | "    |
| COVERSION TABLES                               | 2  | "    | "    |
| <hr/>  |    |      |      |
| TOTAL  | 89 | work | days |

Note: This translates into approximately \$10,800  
@ \$600 per work week.

(18 wk x \$600 = \$10,800)

Figure 8. Programmer Software Development Cost Estimates

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SOFTWARE AND DATA BASE DEVELOPMENT

MACHINE COST ESTIMATES

|   |         |
|---|---------|
| SOFTWARE DEVELOPMENT COMPUTER COST<br>(approx. 1 hour CPU time)   | \$1,300 |
| SOFTWARE DEVELOPMENT TERMINAL HOOK-UP COST<br>(approx. 200 hours @ \$12 hour)   | \$2,400 |
| COMPUTER COST FOR FILE GENERATION &<br>REPORT PRODUCTION DURING INCREMENTAL<br>DEVELOPMENT<br>(approx. .5 hour CPU time)                      | \$ 650  |
| TERMINAL HOOK-UP TIME FOR SSC DATA ENTRY<br>DURING INCREMENTAL DEVELOPMENT<br>(75 facilities per day = 320<br>hours at \$12 per hook-up hour) | \$3,840 |
|   | <hr/>   |
| TOTAL MACHINE COST  | \$8,190 |

Figure 9. Machine Cost Estimates

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DATA EXTRACTION COSTS IN

TERMS OF WORKING DAYS

|   |                          |   |   |   |
|---|--------------------------|---|---|---|
| SSC ORIGINAL DATA EXTRACTION &<br>CAMEXEC ENTRY TIME  | 20-25 person work days   |   |   |   |
| OL DATA EXTRACTION  | 20-30                    | " | " | " |
| PSD DATA EXTRACTION   | 20-30                    | " | " | " |
| TSD DATA EXTRACTION   | 10-15                    | " | " | " |
| ISSG DATA EXTRACTION  | 10-15                    | " | " | " |
| OC/CSD <span style="border: 1px solid black; display: inline-block; width: 80px; height: 30px; vertical-align: middle;"></span> DATA EXTRACTION | 10-15                    | " | " | " |
| SSC CAMEXEC ENTRY OF NEW<br>FACILITIES & ADDITIONAL DATA  | 20-25                    | " | " | " |
| <hr/>   |                          |   |   |   |
| TOTAL   | 110-155 person work days |   |   |   |

Note: If records must be researched in other offices, the data extraction work day costs must be increased proportionately.

Figure 10. Data Extraction Cost Estimates

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